

SIGN IN SHEET

IFB PMB-2012-19	FURNISHING AND DELIVERING NEW MAINTENANCE VEHICLES FOR THE HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
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INSTRUCTIONS

Please fill out this sheet and deliver an original to the HPHA's Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 when you receive a bid packet. Make a copy before you submit the form as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

Pre-Bid Conference/Site Visitation:	<u>Monday, December 17, 2012, 9:00 a.m. H.S.T</u> at the HPHA, 1002 N. School Street, Building E Conference Room, Honolulu, Hawaii 96817.	
Bid Offer Form Due Date:	Due before <u>10:00 a.m. HST on December 27, 2012</u> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817.	
Bid Opening:	Thursday December 27, 2012	At 10:15 a.m. at the HPHA, 1002 N. School Street, Contract and Procurement Office, Building D, Honolulu, Hawaii 96817.
Date: _____		
Company:	_____	
Address:	_____ _____ _____	
Phone #:	_____	Cell #: _____
Fax #:	_____	Email: _____
Contact Person:	_____	

Signature of Person Receiving the Packet

REQUIRED CERTIFICATIONS:

The following must be submitted with the bid offer form:

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| <input checked="" type="checkbox"/> Certificate of Compliance DLIR #27 | <input checked="" type="checkbox"/> DCCA Certificate of Good Standing |
| <input checked="" type="checkbox"/> Corporate Resolution of Authorized Signer | Or, Certificate of Compliance from Hawaii Compliance Express (HCE) |